

**IDAHO CONTRACTORS BOARD**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 2/7/2017**

**BOARD MEMBERS PRESENT:** C Roy Ellis - Chair  
Rodney Underhill  
J Robert Pilote  
Rebecca Ann Bowen Odom  
Gary R Bond

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Eric Nelson, Board Prosecutor  
Mary Miles, Technical Records Specialist II

**OTHERS PRESENT:** Angela Richardson, Patio Covers Unlimited of ID, LLC  
Jeffrey R. Lacy, Tight Lid Roofing & Construction, LLC

The meeting was called to order at 8:30 AM MST by C Roy Ellis.

**APPROVAL OF AGENDA**

Mr. Underhill made a motion to approve the agenda. It was seconded by Mr. Pilote. Motion carried.

**APPROVAL OF MINUTES**

Mr. Underhill made a motion to approve the minutes of 1/17/2017. It was seconded by Mr. Bond. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory gave the legislative report. She said that the Board does not have any proposed changes for the 2017 Legislative Session. She said August 1<sup>st</sup> is the deadline for proposed law changes and the third week of August is the deadline for proposed rule changes to be submitted to the Governor's Office for the 2018 Legislative Session.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$87,999.67 as of 1/31/2017.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

## **FOR BOARD DETERMINATION**

Mr. Pilote made a motion to approve the Bureau's recommendation and authorize closure in cases I-CON-2017-47, I-CON-2017-89, I-CON-2017-100, I-CON-2017-110, I-CON-2017-114, I-CON-2017-115, I-CON-2017-116, I-CON-2017-121, I-CON-2017-124, I-CON-2017-126, I-CON-2017-131, I-CON-2017-136, I-CON-2017-143, I-CON-2017-156, I-CON-2017-157, I-CON-2017-159, and I-CON-2017-169, I-CON-2017-60, I-CON-2017-62, I-CON-2017-99, I-CON-2017-101, I-CON-2017-102, I-CON-2017-111, I-CON-2017-112, I-CON-2017-113, I-CON-2017-120, I-CON-2017-138, I-CON-2017-139, I-CON-2017-141, I-CON-2017-148, I-CON-2017-149, I-CON-2017-155, and I-CON-2017-167, I-CON-2017-67 and I-CON-2017-93. It was seconded by Mr. Bond. Motion carried.

Mr. Pilote made a motion to approve the Bureau's recommendation and authorize closure in cases I-CON-2016-201, I-CON-2016-209, I-CON-2016-218, I-CON-2017-14, I-CON-2017-73, and I-CON-2017-92. It was seconded by Mr. Bond. Motion carried.

## **DISCIPLINE**

Mr. Nelson presented a memorandum regarding case numbers CON-2017-63, CON-2017-57, CON-2016-113, CON-2017-49, CON-2017-37, CON-2017-58, and CON-2016-104. After discussion, the Board gave recommendations for appropriate discipline.

Mr. Nelson presented Stipulation and Consent Orders in cases CON-2016-63, CON-2016-86, CON-2017-61, CON-2017-62, and CON-2016-116. Mr. Pilote made a motion to approve the Stipulation and Consent Orders and allow the Board Chair to sign on behalf of the Board. It was seconded by Mr. Bond. Motion carried.

Mr. Nelson presented Findings of Fact, Conclusions of Law and Final Orders in cases CON-2017-43, CON-2017-51, and CON-2017-52. Mr. Bond made a motion to approve the Findings of Fact, Conclusions of Law and Final Orders and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Odom. Motion carried.

## **TO DO LIST**

The Board members discussed the discipline policy and gave guidance to the Board Prosecutor.

## **2017 NASCLA ANNUAL CONFERENCE**

No action was taken.

## **BUSINESS ENTITY NAME CHANGE FORM**

Ms. Odom made a motion to approve the business entity name change form including the discussed changes. It was seconded by Mr. Bond. Motion carried.

## **CORRESPONDENCE**

The Board reviewed correspondence received from Mark Ledbetter. The Board directed the Bureau to respond. Ms. Odom made a motion to send a response letter with the discussed information when the Bureau receives questions regarding the fees. It was seconded by Mr. Bond. Motion carried.

## **EXECUTIVE SESSION**

Mr. Bond made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Odom. The vote was: Mr. Bond, aye; Ms. Odom, aye; Mr. Pilote, aye; Mr. Underhill, aye; and Mr. Ellis, aye. Motion carried.

Mr. Bond made a motion to come out of executive session. It was seconded by Ms. Odom. The vote was: Mr. Bond, aye; Ms. Odom, aye; Mr. Pilote, aye; Mr. Underhill, aye; and Mr. Ellis, aye. Motion carried.

Mr. Bond made a motion to table the application for 901149591 pending additional information. It was seconded by Ms. Odom. Motion carried.

## **APPLICATIONS**

Mr. Pilote made a motion to approve the following for registration:

Approved for Licensure	
SHORTS CONSTRUCTION	RCE-43548
GRACES DRYWALL LLC	RCE-43578
ELITE PAINTING LLC	RCE-43632
WILLIAMS LEVI J	RCT-43684

It was seconded by Mr. Underhill. Motion carried.

Mr. Bond made a motion to approve Certified Professional Restorers LLC; RCE-43688 for registration. It was seconded by Mr. Pilote. Motion carried.

Mr. Bond made a motion to approve Landmark of Idaho LLC; RCE-43697 for registration. It was seconded by Mr. Pilote. The vote was: Mr. Bond, aye; Ms. Odom, aye; Mr. Pilote, nay; Mr. Underhill, aye; and Mr. Ellis, aye. Motion carried.

## **EXECUTIVE SESSION**

Mr. Pilote made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Odom. The vote was: Mr. Bond, aye; Ms. Odom, aye; Mr. Pilote, aye; Mr. Underhill, aye; and Mr. Ellis, aye. Motion carried.

Mr. Bond made a motion to come out of executive session. It was seconded by Ms. Odom. The vote was: Mr. Bond, aye; Ms. Odom, aye; Mr. Pilote, aye; Mr. Underhill, aye; and Mr. Ellis, aye. Motion carried.

Mr. Bond made a motion to approve Patio Covers Unlimited of Idaho LLC; RCE-43475 for registration. It was seconded by Mr. Underhill. Motion carried.

**NEXT MEETING** was scheduled for March 14, 2017 at 10:00 AM.

## **ADJOURNMENT**

Mr. Pilote made a motion to adjourn the meeting at 12:20 PM. It was seconded by Mr. Bond. Motion carried.

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C Roy Ellis, Chair

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Rodney Underhill

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J Robert Pilote

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Rebecca Ann Bowen Odom

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Gary R Bond

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Tana Cory, Bureau Chief